

Deputy Headteacher Recruitment Pack



Welcome to Rodings...

I am delighted that you are considering applying for the position of Deputy Headteacher at Rodings Primary School.

Rodings is a forward thinking and friendly learning community deeply committed to providing every child with the very best education possible.

Our Core Values of Respect, Enjoyment, Care, Confidence and Challenge are embedded in everything we do and those values are delivered through; a commitment to academic excellence, a passion for creativity, nurturing social intelligence and working with and within our community.

We believe in equipping our children with the knowledge, skills and cultural capital necessary to thrive in an ever-evolving world.

Our school motto, 'Learning together, caring for each other,' encapsulates our ethos of developing the whole child; that their emotional wellbeing is as important as their academic progress.

A dedicated team of hard working, enthusiastic and caring professionals make working at Rodings special, where team work is strong, supportive and friendly. We care about each other!

I encourage you to explore this recruitment pack thoroughly and consider how your vision, interests, and leadership skills align with our school's ethos and values.

We are looking for a new Deputy who will recognise our school's strengths and work with our community to continue our journey of excellence together.

Should you have any questions or require further information, please do not hesitate to contact us.

Yours faithfully,

Colin Raraty – Headteacher



What Rodings can offer you...

- Hard working and dedicated team
- Engaged and well behaved children
- Supportive parents
- A committed and friendly Governing Board
- The Friends of Rodings (PTA) who raise significant amounts of money for extras
- Committed volunteers
- Great partnership collaboration with other local schools

- Large airy classrooms that are well resources
- Large and flexible outdoor spaces including, All weather pitch, allotment, Hedge School
- Forest School
- Swimming Pool
- Outdoor gym
- Adventure playground
- Radio Station
- Isand Box
- Up to date technology
- Well stocked Library
- Dedicated PPA space
- Teaching and Learning training space
- Sensory Space
- Learning Hub
- A commitment to promote the arts, culture and inclusivity

- Dedicated Deputy time out of class
- Dedicated member of staff responsibly for wellbeing
- Informal flexible working policy that rewards commitment and hard work
- Wellbeing Days
- Time in lieu for attending specific out of school events
- Allocated family time to attend special assemblies and productions
- Social events

Job Description

Reports to: Headteacher

Responsible for: All Staff

Liaison With: Headteacher, Governors, All staff, ECC staff, External Agencies, Visitors

Job Purpose

The Deputy Headteacher shall play a major role under the overall direction of the headteacher in:

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they shall be achieved;
- (c) managing staff and resources to that end; and
- (d) monitoring progress towards their achievement;

The Deputy Headteacher shall undertake any professional duties of the Headteacher reasonably delegated to him/her by the Headteacher.

The Deputy Headteacher shall undertake the professional duties of the Headteacher in the event of their absence from the school.

Principal Accountability

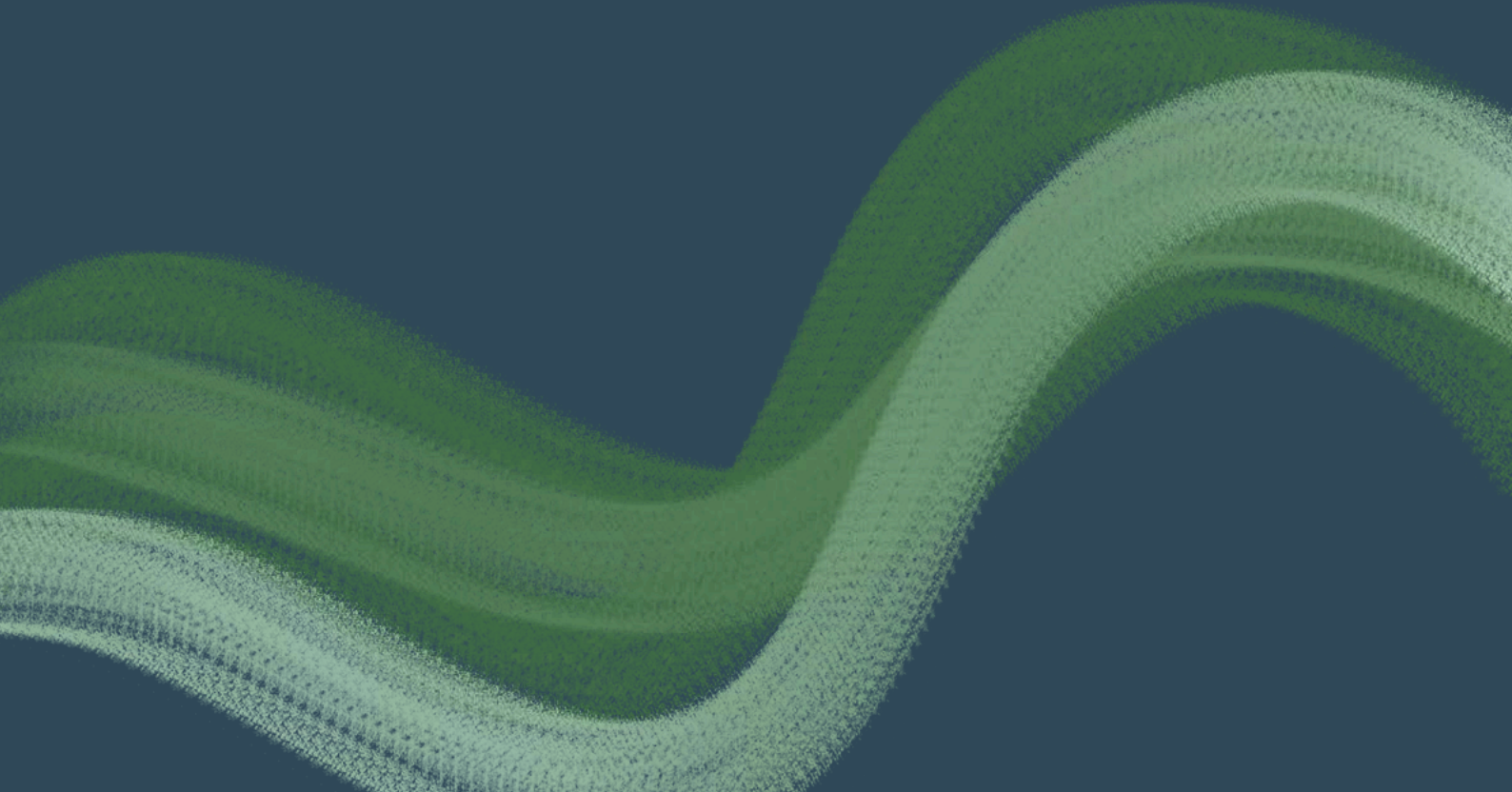
Management

- Responsible for curriculum development and managing those that are also responsible in supporting curriculum development.
 - Joint responsibility for Teaching and Learning
 - Responsibility for Performance Management of support staff
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Safeguarding

Fulfill personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board.

These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
 - Operating clear whistleblowing procedures,
 - Sharing information, with other professionals
 - Taking responsibility as the designated professional lead for safeguarding
 - Operating safe recruitment practices
 - Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice
 - Operating and monitoring clear policies for dealing with allegations against people who work with children.
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Specific Duties

Teaching

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.
- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, Safety and Discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of Staff and Resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional Development


- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

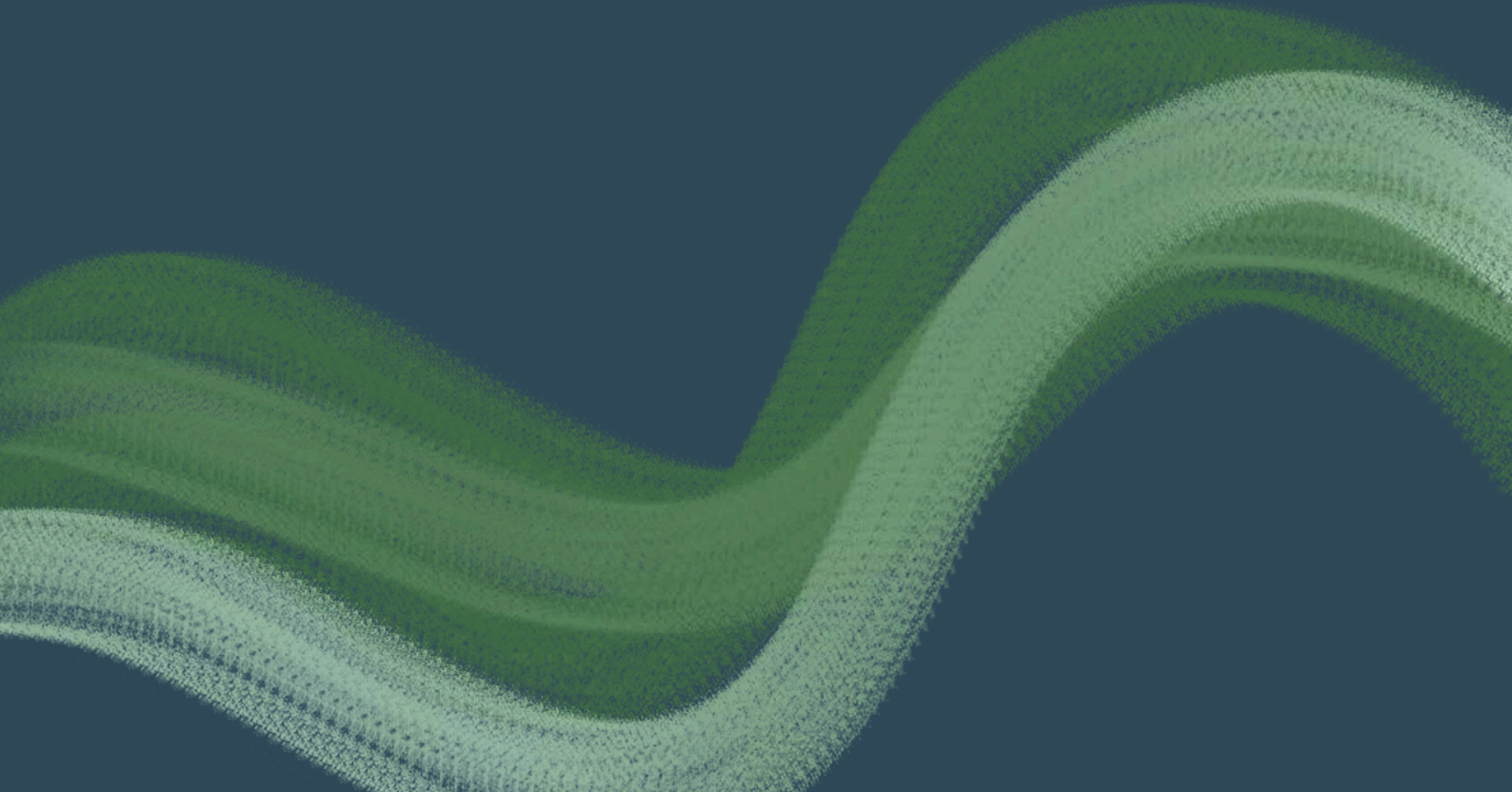
- Communicate with pupils, parents, carers and governors
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Deputy Designated Safeguarding Lead

Deputy Designated Safeguarding Lead Responsibilities

- To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
 - Be familiar with, understand and apply the school's Child Protection Policy appropriately.
 - Refer cases (or support staff making referrals):
 - of suspected abuse to the local authority children's social care
 - where there is a radicalisation concern to the Channel programme.
 - Refer cases to Disclosure and Barring Service or Police as required
 - Liaise with the Designated Safeguarding Lead/Headteacher, Local Authority Officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
 - Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
 - Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time.
 - Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children Safe in Education (Annex B) as amended from time to time.
 - Provide cover for the Designated Safeguarding Lead as required.
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General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Headteacher.
 - To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
 - Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
 - The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
 - The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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Person Specification

Criteria	Essential	Desirable
Qualifications and Knowledge		
QTS	✓	
Qualified to degree level and above	✓	
Evidence of further professional development suitable for the role e.g. NPQ		✓
Experience of EYFS, Key stage 1 and 2 or demonstrate strong knowledge about about all phases	✓	
An up to date knowledge of national policy and curriculum developments	✓	
Experience		
Experience at Lead teacher, Assistant Head or Deputy or equivalent	✓	
Experience of having led, significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results	✓	
Experience leading a subject with an impact on whole school practice and outcomes	✓	
Experience with the use of data to inform teaching and learning		✓
Professional Development		
Evidence of appropriate professional development for the role of Deputy Headteacher	✓	
Has successfully undertaken appropriate child protection and safeguarding training	✓	

Person Specification

Leadership		
Effective management style that encourages participation, innovation and confidence	✓	
Experience of line managing other staff including performance management reviews		✓
Ability to develop the leadership skills of others	✓	
Strong interpersonal skills, written and oral communication skills	✓	
Take personal responsibility for their own actions	✓	
Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction	✓	
Genuine passion and a belief in the potential of every child	✓	
Absolute commitment to the safeguarding and welfare of all pupils	✓	
Has experience of interpreting whole school data sets and putting the systems in place to gain improvements		✓
Has experience of developing subject or whole school policy development and implementation	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	✓	
Ability to demonstrate use of research to inform whole school CPD and develop best practice		✓
Has a clear understanding of what constitutes outstanding learning and how to achieve it	✓	
Knowledge of how to enrich the wider curriculum beyond the school and build partnerships that benefit the children school experience	✓	

Person Specification

Personal Qualities		
Lead by example with integrity and has excellent organisational and interpersonal skills	✓	
Visible and approachable, empathetic and enjoys engaging with children, staff parents and the wider community	✓	
Has a passion for delivering a rich and diverse curriculum that benefits all pupils	✓	
Committed to inclusion and the provision for pupils with special educational needs and disability	✓	
Have a passion or understanding about how the arts and culture can be used to enrich the curriculum		✓